



National Aeronautics and
Space Administration
Washington, DC 20546

Procurement Notice

PN 04-60
March 11, 2011

CONSOLIDATED CONTRACTING

PURPOSE: This PN deletes the Consolidated Contracting Initiative (CCI) from the NFS.

BACKGROUND: The intent of NASA's CCI is to promote efficient contracting through the sharing of contract vehicles. Successful examples promoted under the initiative include the close-out contract and SEWP. OFPP now promotes the Federal Strategic Sourcing Initiative (FSSI) which has significant mission overlap with CCI. Consequently, effective March 31, 2011, the CCI application will be shutdown and removed from the NASA Acquisition Internet Service (NAIS) suite of tools. In addition to the changes to the NFS accomplished via this PN, references to CCI will also be removed from the Self Assessment Guide, Virtual Procurement Office (VPO), and Procurement Home Page.

GUIDANCE: It is NASA policy to seek efficiencies in contracting, and COs should continue to do so under internal and external FSSI type initiatives.

ACQUISITIONS AFFECTED BY CHANGES: This requirement is applicable to all acquisitions issued after the effective date of this PN.

ACTION REQUIRED BY CONTRACTING OFFICERS: No action required by Contracting Officers. Center NAIS Managers, Super-Users, and registered users need take no action to remove CCI privileges. This will be done for centers systematically by NAIS technical support. NAIS Managers and Super-Users will be provided access to the archived CCI data during the standard data retention period should there be the need.

CLAUSE CHANGES: None.

PARTS AFFECTED: Part 1807.

REPLACEMENT PAGES: You may use the enclosed pages to replace 7:1, 7:2, 7:5, and 7:6 of the NFS.

TYPE OF RULE AND PUBLICATION DATE: These changes do not have a significant affect beyond the internal operating procedures of NASA and do not have a significant cost or administrative impact on contractors or offerors, and therefore, do not require codification in the Code of Federal Regulations (CFR) or publication for public comment.

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Enclosures

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PART 1807
ACQUISITION PLANNING

Subpart 1807.1--Acquisition Plans

1807.103 Agency-head responsibilities.

(d)(i) Except as provided in paragraph (d)(iii) of this section, acquisition plans shall be prepared according to the following:

(A) For acquisitions requiring Headquarters approval, by an Procurement Strategy Meeting (PSM) (see 1807.170);

(B) For acquisitions not requiring Headquarters approval and expected to exceed \$10 million, by installation-approved PSMs or written acquisition plans; and,

(C) For acquisitions not expected to exceed \$10 million, in accordance with installation procedures.

(ii) The estimated dollar amounts shall include all options and later phases of the same program or project.

(iii) Acquisition plans are not required for the following acquisitions:

(A) Architect-engineering services;

(B) Broad agency announcements (see 1835.016) or unsolicited proposals;

(C) Basic research from nonprofit organizations;

(D) Utility services available from only one source;

(E) From or through other Government agencies except when the value of the acquisition meets the Master Buy Plan threshold (see 1807.7101); or

(F) Industrial facilities required in support of related contracts.

(iv) Acquisition plans shall be approved before soliciting proposals.

(v) Approval of an acquisition plan does not constitute approval of any special conditions, or special clauses that may be required unless the plan so specifies, and the individual having approval authority is a signatory of the plan. All required deviations shall be approved through the procedures described in FAR 1.4 and 1801.4.

(vi) A single acquisition plan may be used for all phases of a phased acquisition provided the plan fully addresses each phase, and no significant changes occur after plan approval to invalidate the description of the phases. If such significant changes do occur, the plan shall be amended and approved at the same level as the original plan.

(e) Acquisition plans should be prepared on a program or system basis when practical. In such cases, the plan should fully address all component acquisitions of the program or system.

1807.104 General procedures.

(a) The acquisition planning team shall obtain input from the center offices responsible for matters of safety and mission assurance, occupational health, environmental protection, information technology, export control, and security to ensure that all NASA acquisitions are structured in accordance with NASA policy in these areas. As part of this process, the team shall recommend any appropriate solicitation or contract requirements for implementation of safety, occupational health, environmental, information technology, export control, and security concerns. (See NPR 8715.3, NASA Safety Manual; NPR 7120.5, NASA Program and Project Management Processes and Requirements; NPR 2810.1, Security of Information Technology, and NPR 1600.1, Security Program Procedural Requirements, all available at <http://nodis3.gsfc.nasa.gov/>).

1807.105 Contents of written acquisition plans.

Acquisition plans shall address each applicable topic listed in FAR 7.105, as supplemented by this section. Plans shall be structured by subject heading using each italicized topic heading in

the same sequence as presented in the FAR. Subheadings should be used when appropriate (e.g., the separate items under contracting considerations at 7.105(b)(4)). Topics not applicable to a given acquisition (e.g., design-to-cost and should-cost are not compatible with service

1807.204 Responsibilities of contracting officers.

(a) The contracting officer shall transmit in writing to the cognizant inventory management/requirements office either the actual offeror responses or a summary of their salient points. The transmittal should be made within five working days after the closing date for receipt of offers; however, if a response indicates the potential for a significant savings, it should be transmitted immediately.

Subpart 1807.5--Inherently Governmental Functions

1807.503 Policy.

(e) The field installation requirements office shall provide the contracting officer the written determination that none of the statement of work tasks are inherently governmental. Disagreements regarding the determination shall be resolved in accordance with installation procedures.

Subpart 1807.70--RESERVED

Subpart 1807.71--Master Buy Plan

1807.7100 Policy.

The Master Buy Plan (MBP) provides information on planned acquisitions to enable management to focus its attention on a representative selection of high-dollar-value and otherwise sensitive acquisitions. Master Buy Plan submissions are tracked and managed through an Internet-based tool known as the Master Buy Plan Database (MBPD) (<https://smith.hq.nasa.gov/mbpbpr/login/>). MBPD data is used to support other Agency planning activities, including the monthly Baseline Performance Review (BPR).

1807.7101 Applicability.

(a) The Master Buy Plan applies to:

(1) All acquisitions, including supplemental agreements, letter contracts, undefinitized contract actions, Announcements of Opportunity, and acquisitions through or from other Government agencies, where the dollar value, including the aggregate amount of options, follow-on acquisitions, or later phases of multi-phase acquisitions, is expected to equal or exceed \$50,000,000.

(2) Supplemental agreements containing new work, a debit change order, or a credit change order, or any combination/ consolidation thereof, if the absolute value of the actions equals or exceeds \$50,000,000 (e.g., the absolute value of a supplemental agreement adding \$30,000,000 of new work and deleting \$30,000,000 of work is \$60,000,000, and is therefore subject to the Master Buy Plan).

(3) All new Exploration Systems Mission Directorate (ESMD) and/or Space Operations Mission Directorate (SOMD) acquisitions for space flight hardware or human space flight systems development, production, or processing, excluding supplemental agreements, where the total value is expected to exceed \$10,000,000. All other new requirements, such as general support services, funded by either ESMD or SOMD, will be subject to the same \$50,000,000 threshold discussed in paragraph (1) of this section.

(4) Any supplemental agreement that contains one or more elements (new work and/or individual change orders) of a sensitive nature that, in the judgment of the installation or Headquarters, warrants Headquarters consideration under the Master Buy Plan, even though the value does not equal or exceed \$50,000,000.

(5) Any cooperative agreement notice where the total value (the Government's contribution plus the contribution of the recipient) of any resulting cooperative agreement is expected to equal or exceed \$50,000,000.

(6) Any acquisition regardless of its dollar amount that is considered to be of significant interest to Headquarters or has agency public information implications. The CO shall contact the NASA Headquarters Office of Procurement, Program Operations Division to discuss possible inclusion of such an action in the Master Buy Plan.

(7) The Master Buy Plan does not apply to incremental funding actions or termination settlement agreements.

1807.7102 Submission, selection, and notification procedures.

1807.7102-1 Submission of Master Buy Plan Records.

(a) Each installation shall submit to the NASA Headquarters Office of Procurement, Program Operations Division, a Master Buy Plan record in the MBPD for every known acquisition that meets the criteria in 1807.7101. The MBPD is a living database and should be updated continually to identify upcoming acquisitions.

(b) If the reporting criteria in 1807.7101 does not result in identification of at least three actions, each NASA Center shall supplement its submission so that its three largest acquisitions, regardless of dollar value, are included for review and coordination by NASA Headquarters, Program Operations Division, as soon as the requirements become known. If, by January 30th of each fiscal year, an installation has not submitted at least three acquisitions based on the criteria described in 1807.7101, the installation must submit its largest acquisitions, regardless of their value, so that the MBPD contains at least three acquisitions per Center or installation.

(c) Installations are required to maintain current status information for all MBP records until the award data is entered into the MBPD.

(d) MBP records shall be prepared in accordance with the MBPD Guidebook at <http://prod.nais.nasa.gov/portals/pl/documents/masterbuyplan.pdf>.

1807.7102-2 Selection and notification procedures.

(a) The Headquarters Office of Procurement, Program Operations Division, shall review acquisitions submitted through the MBPD to determine which procurement actions will be delegated, i.e. remain at the Center or installation for review and approval, and which will be selected for Headquarters review and approval. The Program Operations Division analyst will coordinate selection decisions with the appropriate Headquarters Mission Directorate(s). Decisions regarding the level of review required for each MBP record will be designated on the